

Storm Water Department

Conflict of Interest Code  
Designated Positions  
APPENDIX A

POSITION	DUTIES <b>ADMINISTRATION</b>	CATEGORY
Director	Administration of the Storm Water Department	1
Administrative Services Program Manager	Manages Administrative Section activities; oversees Contracts and Grants section, handles department strategic planning, position control and performance measurement, safety, training, and development.	2
Supervising Management Analyst	Supervises, analyzes and administers department budget, revenue plan data, cost data, agency contracts and payments.	
<b>POLLUTION PREVENTION DIVISION</b>		
Deputy Director	Manages division activities; approves and/or recommends financial decisions regarding construction/engineering/consulting contracts, procurement of materials and equipment.	1
Storm Water Environmental Specialist	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies.	2
Education Program Manager	Responsible for the City's Storm Water public information and outreach efforts; negotiates service contracts and consultant agreements; reviews work products and invoices for payment.	2
Project Officer II	Oversees division agency contracts, coordinates with section heads on Council Actions to adherence to City financial and routing guidelines.	2
Sr. Civil Engineer, Project Officer II, Storm Water – Environmental Specialist	Reviews and evaluates agreements for professional/technical services, approves procurement of materials; approves contract payments; reviews and approves technical reports and studies.	2
<b>OPERATIONS AND MAINTENANCE DIVISION</b>		
Public Works Superintendent	represents the City in meetings with citizen groups, architects, engineers, contractors, other City departments and other governmental agencies; supervises the preparation of , and/or approves all documents, plans, specification, bidding procedures and contract awards; responsible for contract payments and management".	2
Deputy Director	Approves or recommends policy and financial decisions regarding construction contracts, engineering contracts, modification to existing facilities, and procurement of materials and equipment; negotiates and administers agency contracts; administers grants; prepares operations and maintenance and capital improvements budgets.	1

STORM WATER DEPARTMENT  
CONFLICT OF INTEREST CODE  
DISCLOSURE CATEGORIES  
APPENDIX B

CATEGORY	DESCRIPTION
1	<p>Investments and business positions in any business entity located in or doing business with the City.</p> <p>Income and gifts from sources located in or doing business with the City.</p> <p>Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.</p>
2	<p>All investments and business positions in any firm or entity which supplies goods or services to the Storm Water Department of the City, ("Department"), that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All interests in real property owned or used by any firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p> <p>All sources of income, loans or gifts from any person, firm or entity that supplies goods or services to the Department, that is a tenant of the Department, that is an adverse party to the Department in a legal proceeding, is granted authority by the City to use Department facilities, or that engages in land development, construction or the acquisition or sale of real property for the Department.</p>
3	<p>Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in this code subject to the following limitation:</p> <p>The Department Director or Deputy Directors may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Department Director or Deputy Directors determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p>